Modifying charts

The Chart Wizard establishes basic features of a chart. After using it, you may want to change data ranges or modify the look of the chart. Calc provides many options for formatting and fine-tuning the appearance of charts. This includes tools for editing the chart type, chart elements, data ranges, fonts, colors, and many other options.

Modify charts in one of two ways, depending on what you want to change.

Edit object properties
Click a chart once to edit its object properties. These include size, position on the page, alignment, outer borders, copying, exporting, and more. See the sections starting with "Resizing, moving, and positioning charts" on page 154 for more information.

Use edit mode
Use edit mode to change data selection and chart type as well as elements such as axes, titles, backgrounds, grids, data series, data labels, trend lines, and more.

Overview of using edit mode

Here are some general ways to modify charts in edit mode. These are discussed in greater detail in the following sections.

- To add an element not already in the chart, use the **Insert** menu on the Menu bar. Insert titles, legends, axis labels, grids, data labels, trend lines, mean value lines, error bars, and special characters.

- To move or change the size of titles, axis names, chart walls, and legends, click on them once. The cursor changes to a move icon (appearance depends on the system). Drag the element to the new location. To change the size, drag the selection handles.

- Modify elements in a few basic ways. The following methods may open the appropriate dialog or menu. Not all of these methods will work for every element:

  – Double-click the element (see an exception below).

  – Select the element from the **Insert** menu (Figure 80) or from the **Format** menu (Figure 81) on the Menu bar.

  – Click the element once, then click on the **Format Selection** icon on the Formatting toolbar (Figure 82).

  – Select the element from the *Select Chart Element* drop-down list, then click the **Format Selection** icon next to it on the Formatting toolbar.

  – Right-click the element to open the context menu.

- Double-click titles and axis names to change their spelling. To modify the spelling of other text, such as categories, data labels, and legend entries, change the text in the data on the spreadsheet.

- Click once on a data point (such as a column or bar) to select and edit the associated data series.

  – With a data series selected, double-click a single data point to edit its properties (for example, a single column in a column chart).

Entering edit mode

To edit or format charts, double-click on the chart to place it in edit mode. The chart is now surrounded by a gray border. In edit mode, the Menu bar changes and the Formatting toolbar contains a number of formatting options and icons, as discussed in the following sections.